

LETTER OF AGREEMENT

On this ____ day of _____, 2017, the _____ (hereinafter called the Society) and Pamela Boyer Sayre, CGSM, CGLSM, FUGA, and Richard G. Sayre, CGSM, CGLSM, FUGA, (hereinafter called the Speakers) do agree that the Speakers will present educational lectures at the Society's seminar to be held at _____ on _____.
(place) (date)

The following terms shall apply.

CONTENT OF THE PROGRAM: The Speakers will provide a total of ____ one-hour lectures on topics selected by the Society, from a list provided by the speakers, with the understanding that the Speakers will have final approval of the combination of topics selected. Agreement over the topics should be reached as promptly as possible after the execution of this contract.

LECTURE ENHANCEMENTS: The Speakers agree to provide outlines, bibliographies, maps, glossaries, or other material for each lecture. The Speakers will provide camera-ready masters or electronic PDF files for each set of lecture materials and shall submit these by _____.
(date)

EQUIPMENT: The Speakers present their lectures using PowerPoint software. Speakers provide their own laptop computer, all necessary software, and a projector. The Society agrees to supply the following equipment, to be set up in working order:

- large screen
- lectern and electricity for laptop computer, with extension cords, as needed, to connect the Speakers' laptop and projector to available electrical outlets
- lapel microphone or a stationary microphone with stand
- cart or stand and electricity for projector
- if a joint session is presented, speakers may require a second microphone, screen, or cart

In addition, the Society will have available a backup projector in case of malfunction of the Speakers' equipment.

FACILITIES: The Society will be responsible for preparing the meeting site. Specific room assignments per lecture will be determined by the Society dependent upon pre-registrations. Seating arrangements should ensure that no attendees have their backs to the Speakers or to the screen upon which visual aids are projected. Lighting should permit comfortable viewing of visual aids without excessive darkness or screen washout.

RECORDING: The participants will be informed that no audio or video tape recording is permitted unless prior arrangements are made with the Speakers. Then it will be with the understanding that this is for their private use and recordings are not to be duplicated, transcribed, or otherwise disseminated. Taping by the Society is not authorized.

PUBLICITY: The Speakers agree to provide the Society with a professional and personal biography, a photograph, and a brief description of each lecture.

LECTURE FEES: The Society agrees to pay the Speakers an honorarium of \$300 per one-hour lecture or \$1200 for four one-hour sessions at the conference. If a joint session is requested, Speakers will each be paid \$150 per one-hour lecture.

TRAVEL EXPENSES: The Society agrees to reimburse the cost of airline tickets for round-trip travel by air (coach class, advance purchase) from the Speakers' residence (Salt Lake City International Airport) to _____, and the actual cost of one checked bag to and from the conference site (current fees range from \$25 to \$50 each way). The Speakers will make their own travel arrangements and purchase the tickets, subject to pre-approval by the Society. If the Speakers elect to drive to the

conference, the Society agrees to reimburse driving expenses. Mileage distance will be based on Google Map's most direct route from Speakers' residence to the conference site. Mileage rate reimbursement will be based on the IRS's current allowable mileage deduction up to the cost of a comparable advance purchase economy airline ticket.

PERSONAL ACCOMMODATIONS: The Society agrees to provide the Speakers with hotel non-smoking accommodations for two nights (the night before and the night of the conference) and reimbursement for meals not provided.

CANCELLATION CLAUSE: This agreement may be canceled if 1) a natural or public disaster should render the program unfeasible; or 2) serious illness or family death should incapacitate the Speakers. If a natural or public disaster requires cancellation, the Society shall not be responsible for the Speakers' fees but should reimburse the Speakers for any sums already expended for non-refundable airfare. In the event that the Speakers should be unable to fulfill their obligations, they will not expect reimbursement from the Society for any advance sums already expended.

AGREED TO AND AMONG:

Program Chair (Society)

Pamela Boyer Sayre, CGSM, CGLSM, FUGA

Date

Richard G. Sayre, CGSM, CGLSM, FUGA
(Speakers)
14724 S. Evening Side Dr., Herriman, Utah 84096

Date